

Licenses and Certificates

Overview

Introduction This guide provides the procedures for viewing, adding, correcting, and deleting Licenses and Certifications in Direct Access (DA).

Contents

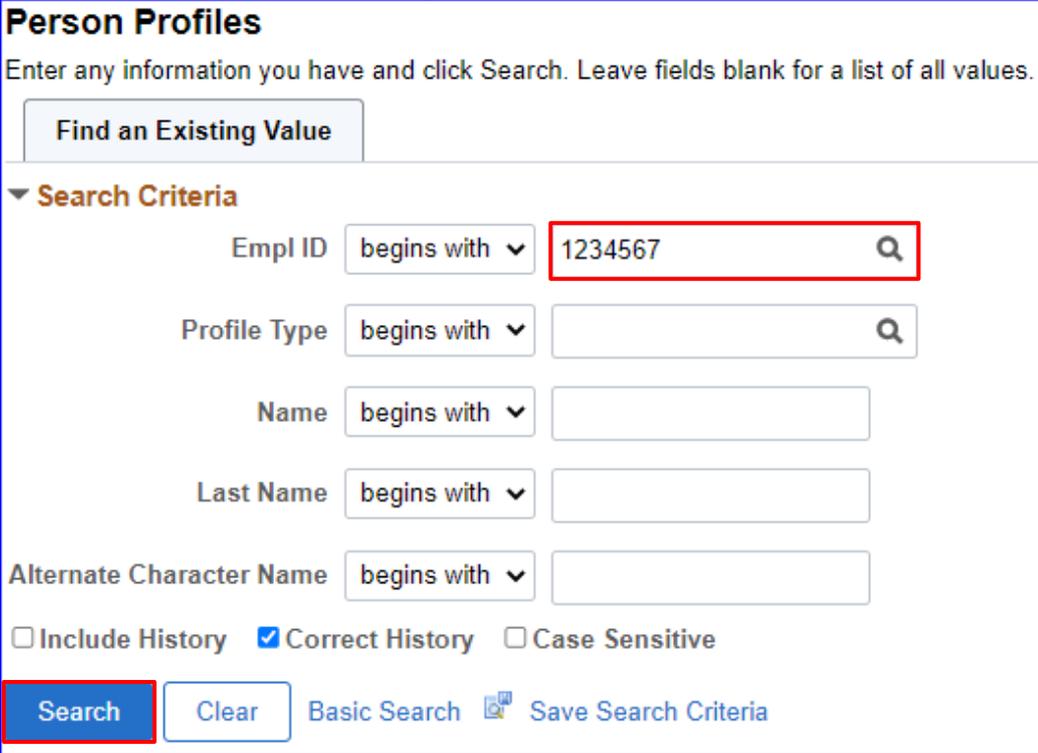
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Viewing a License/Certification

Introduction This section provides the procedures for viewing a member’s License/Certification in DA.

Information The user must have the **CG_LICCERT_V** role to access this component.

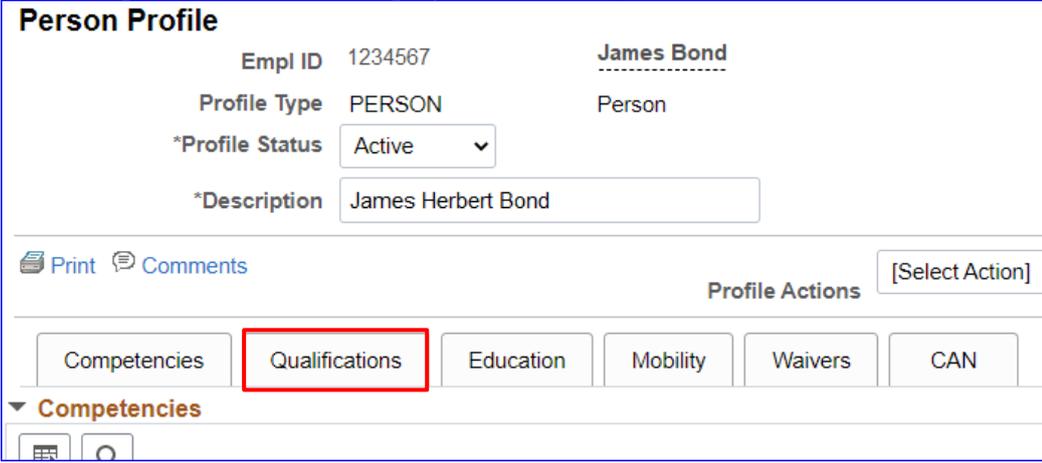
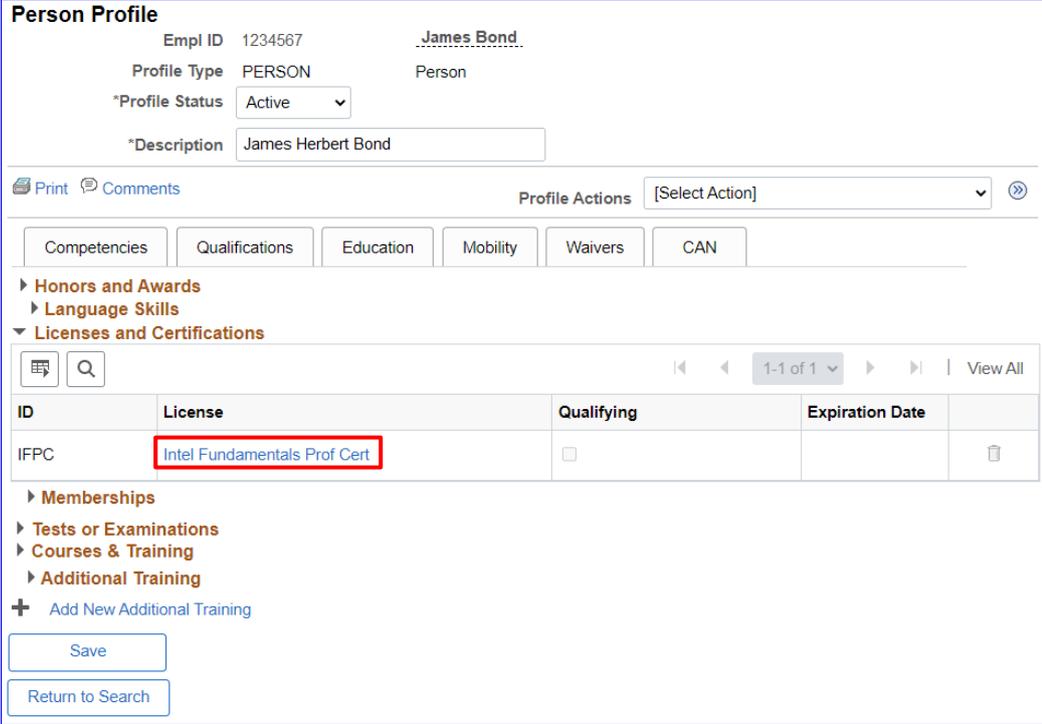
Procedures See below.

Step	Action
1	<p>Click on the Person Profiles tile.</p> 
2	<p>The Person Profiles option will automatically display. Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

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Viewing a License/Certification, Continued

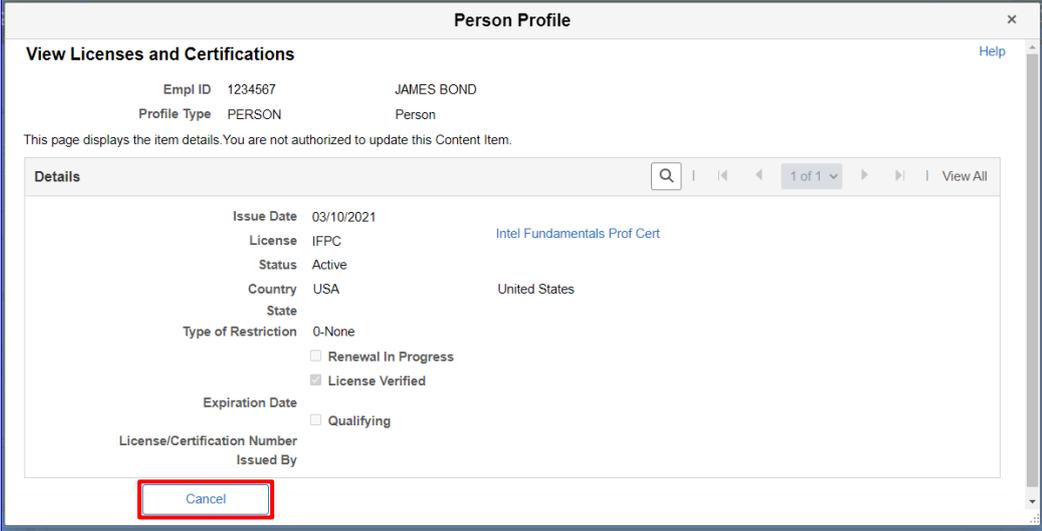
Procedures,
continued

Step	Action								
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond (Empl ID 1234567). The 'Qualifications' tab is highlighted with a red box. Other tabs include Competencies, Education, Mobility, Waivers, and CAN. The 'Profile Status' is set to 'Active' and the description is 'James Herbert Bond'.</p>								
4	<p>Scroll to the member's Licenses and Certifications section. Click the License link to view the additional information.</p>  <p>The screenshot shows the 'Licenses and Certifications' section. A table lists the licenses, with 'Intel Fundamentals Prof Cert' highlighted by a red box. The table has columns for ID, License, Qualifying, and Expiration Date. Below the table are sections for Memberships, Tests or Examinations, Courses & Training, and Additional Training, along with a 'Save' button and a 'Return to Search' button.</p> <table border="1" data-bbox="327 1496 1369 1579"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>IFPC</td> <td>Intel Fundamentals Prof Cert</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	ID	License	Qualifying	Expiration Date	IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>	
ID	License	Qualifying	Expiration Date						
IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>							

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Viewing a License/Certification, Continued

Procedures,
continued

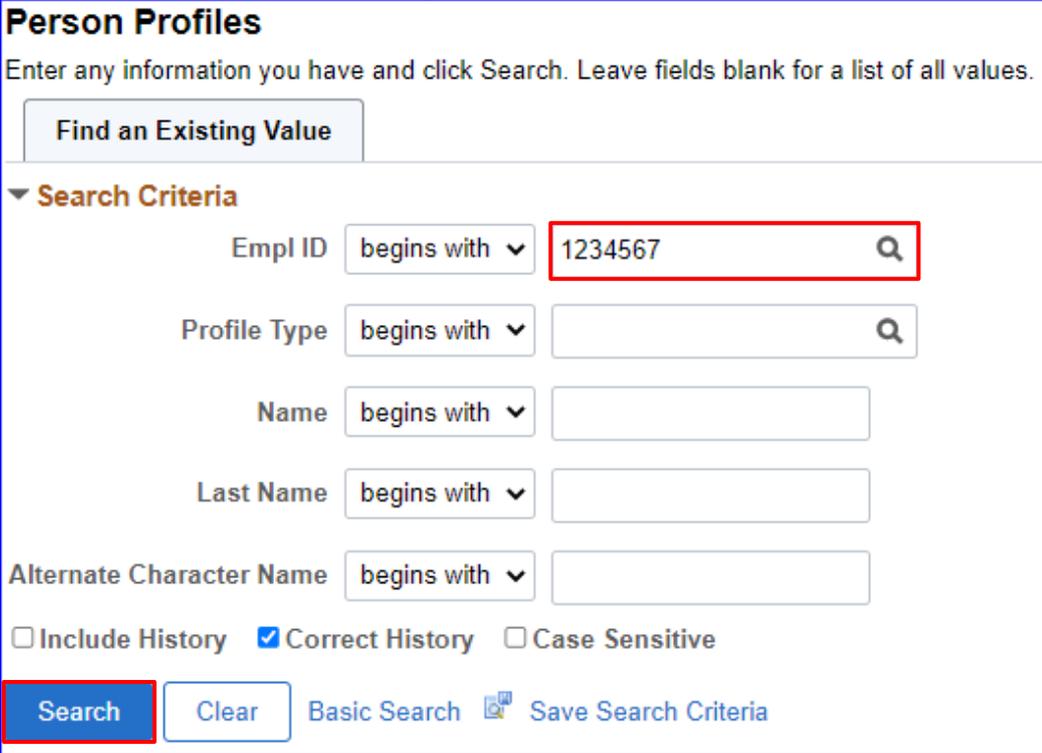
Step	Action
5	<p>The View Licenses and Certifications page will display. Click Cancel to return to the member's Person Profile screen.</p>  <p>The screenshot shows a web interface titled "Person Profile" with a sub-header "View Licenses and Certifications". It displays the following information:</p> <ul style="list-style-type: none">Empl ID: 1234567, Name: JAMES BONDProfile Type: PERSON, PersonMessage: "This page displays the item details. You are not authorized to update this Content Item."Search bar and pagination: "1 of 1" items, "View All" link.License Details:<ul style="list-style-type: none">Issue Date: 03/10/2021License: IFPC, Intel Fundamentals Prof CertStatus: ActiveCountry: USA, United StatesState: (blank)Type of Restriction: 0-NoneRenewal In Progress: <input type="checkbox"/>License Verified: <input checked="" type="checkbox"/>Qualifying: <input type="checkbox"/>Expiration Date: (blank)License/Certification Number: (blank)Issued By: (blank)A "Cancel" button is located at the bottom left of the page content, highlighted with a red box.

Adding a New License/Certification

Introduction This section provides the procedures for adding a License/Certification in DA.

Information The user must have the **CG_LICCERT_U** role to access this component.

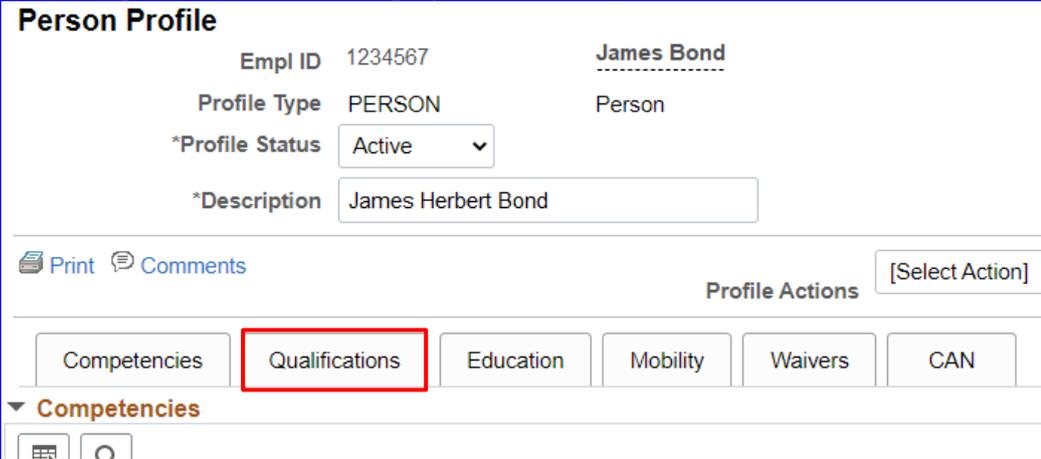
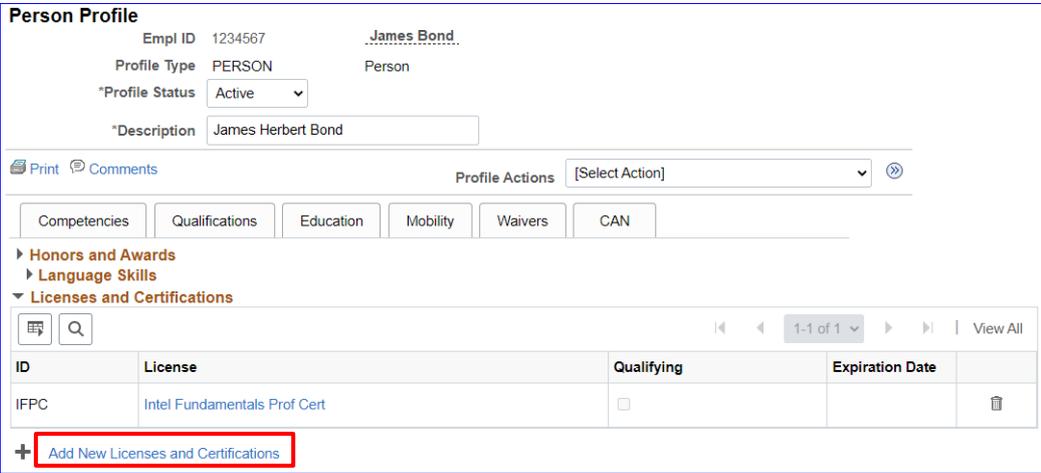
Procedures See below.

Step	Action
1	<p>Click on the Person Profiles tile.</p> 
2	<p>The Person Profiles option will automatically display. Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

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Adding a New License/Certification, Continued

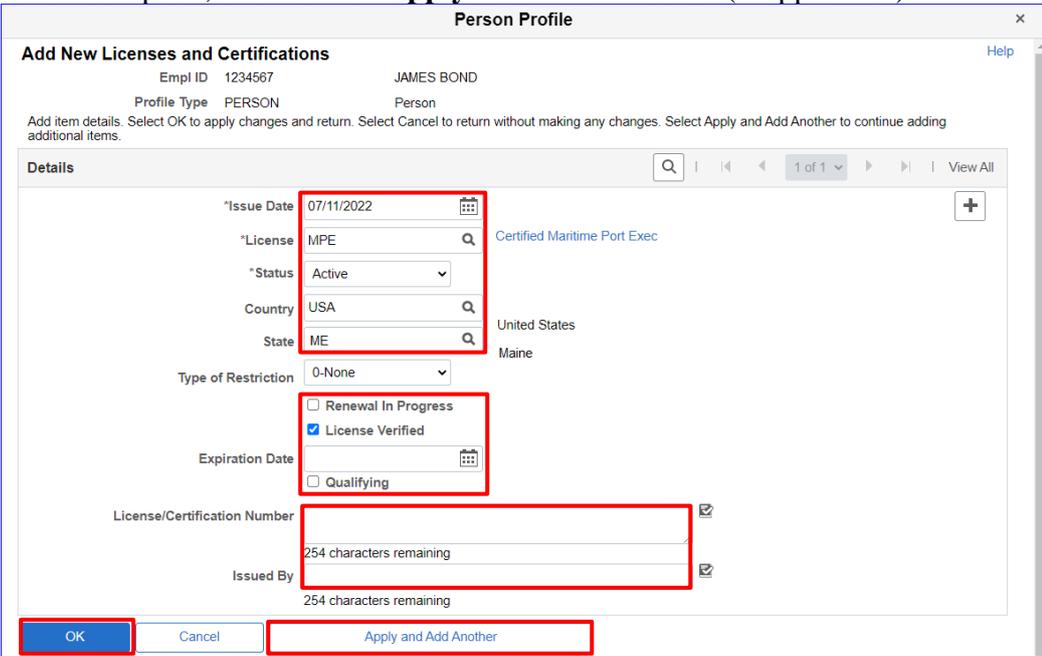
Procedures,
continued

Step	Action
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond. The 'Qualifications' tab is highlighted with a red box. Other tabs include Competencies, Education, Mobility, Waivers, and CAN. The profile information includes Empl ID 1234567, Profile Type PERSON, Profile Status Active, and Description James Herbert Bond.</p>
4	<p>Click the Add New Licenses and Certifications link.</p>  <p>The screenshot shows the 'Person Profile' page with the 'Licenses and Certifications' section expanded. A table lists one license: IFPC (Intel Fundamentals Prof Cert). Below the table, the 'Add New Licenses and Certifications' link is highlighted with a red box. The page also shows sections for Honors and Awards and Language Skills.</p>

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Adding a New License/Certification, Continued

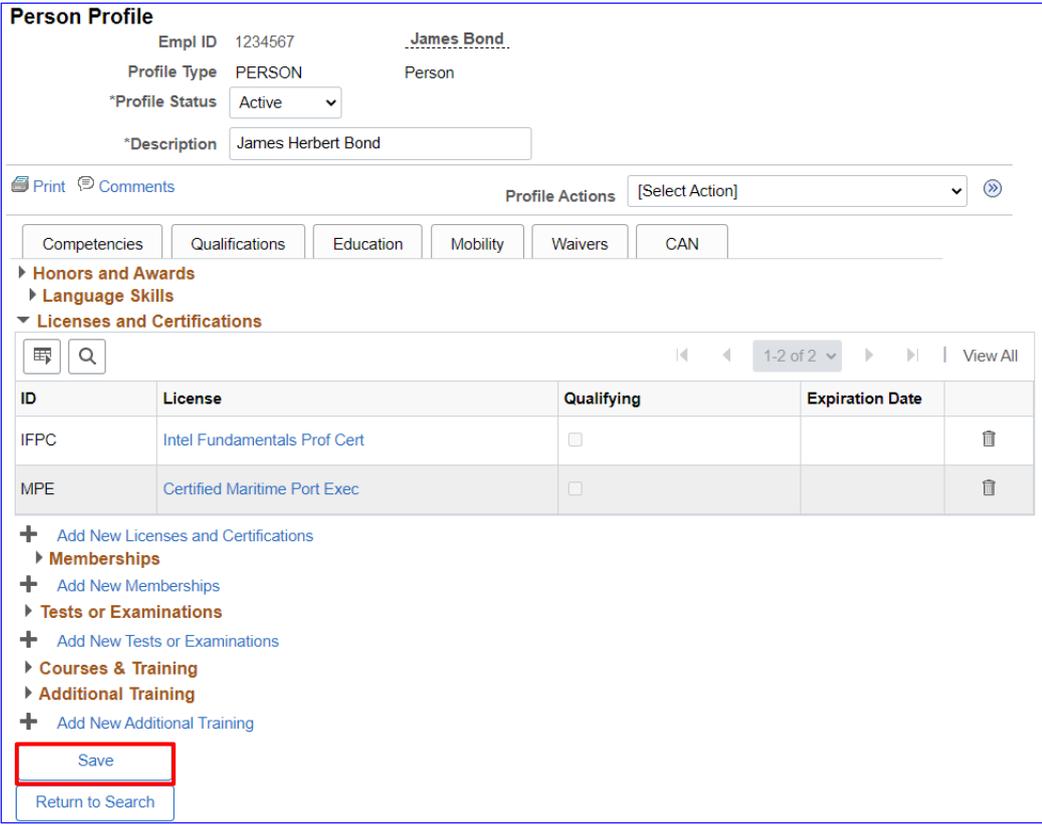
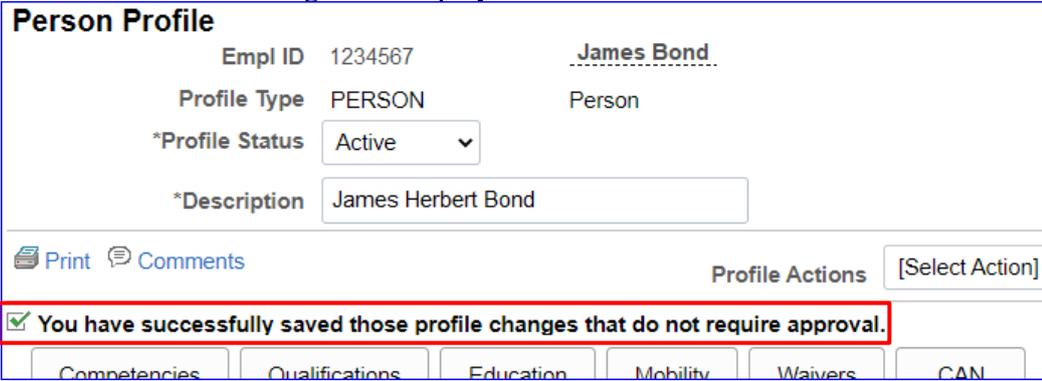
Procedures,
continued

Step	Action
5	<p>The Add New Licenses & Certifications page will display. Enter the required fields:</p> <ul style="list-style-type: none"> • Issue Date – Defaults to the current date. Enter the date the License or Certification was issued. • License – Enter the type of License or use the lookup to select one. • Status – Leave as Active. • Country Defaults to USA. If not USA, use the lookup to select a different country (if necessary). • State – Enter the State abbreviation or use the lookup. • Type of Restriction – N/A. • Renewal in Progress – If applicable, check this box. • License Verified – If applicable, check this box. • Expiration Date – If applicable, enter the date the License/certification expires. • Qualifying – If applicable, check this box. • License/Certification Number – Enter the License or Certification number. • Issued By – Enter the organization that issued the License or Certification (Department of Agriculture, USCG TRACEN, Cape May, American Red Cross, etc.). <p>When complete, click OK or Apply and Add Another (if applicable).</p> 

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Adding a New License/Certification, Continued

Procedures,
continued

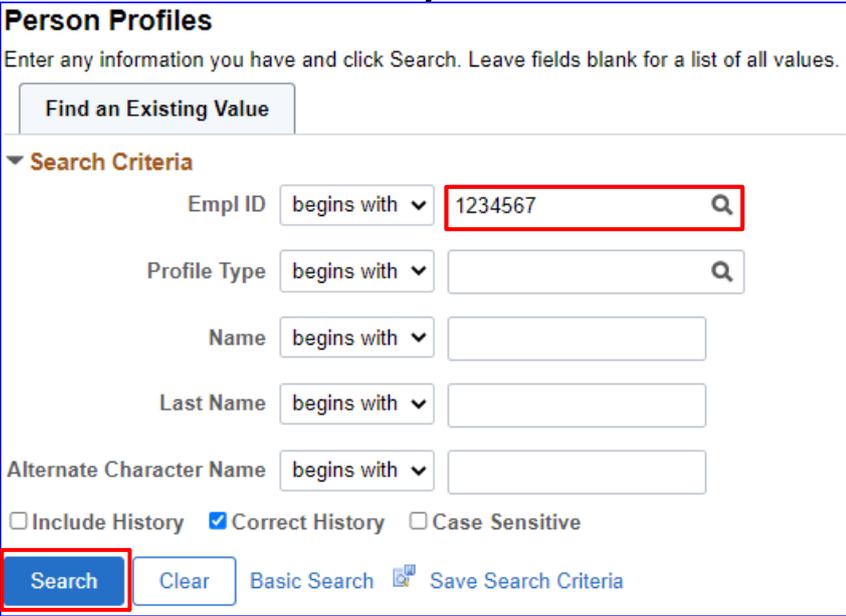
Step	Action												
6	<p>Click Save.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards</p> <p>▶ Language Skills</p> <p>▼ Licenses and Certifications</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>IFPC</td> <td>Intel Fundamentals Prof Cert</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>MPE</td> <td>Certified Maritime Port Exec</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search</p>	ID	License	Qualifying	Expiration Date	IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>		MPE	Certified Maritime Port Exec	<input type="checkbox"/>	
ID	License	Qualifying	Expiration Date										
IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>											
MPE	Certified Maritime Port Exec	<input type="checkbox"/>											
7	<p>Once saved, this message will display.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>✓ You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p>												

Adding Additional License/Certification (same type)

Introduction This section provides the procedures for adding an Additional License/Certification of the same type in DA.

- Information**
- The user must have the **CG_LICCERT_U** role to access this component.
 - The system does not allow the entry of duplicate items in a member’s profile. If a license or certification is entered with an Issue Date that already exists in a member’s profile, an error message will display. A different Issue Date must be entered to resolve the error.

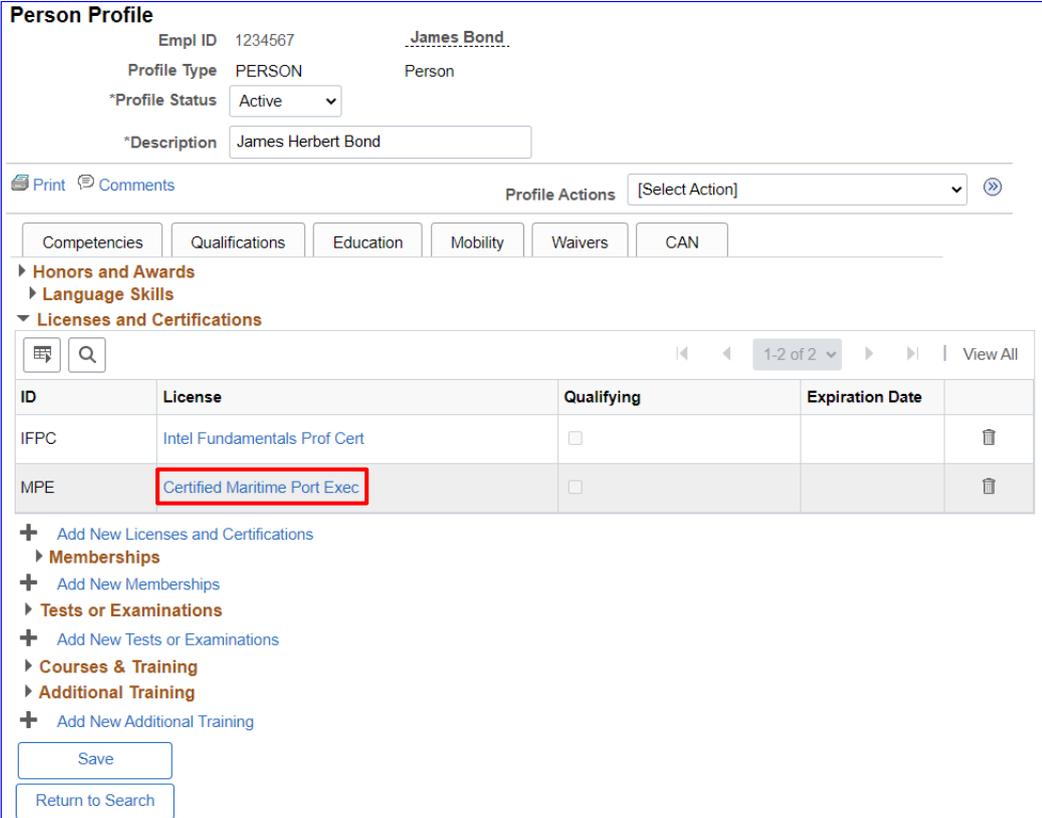
Procedures See below.

Step	Action
1	<p>Click on the Person Profiles tile.</p> 
2	<p>The Person Profiles option will automatically display. Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

Continued on next page

Adding Additional License/Certification (same type), Continued

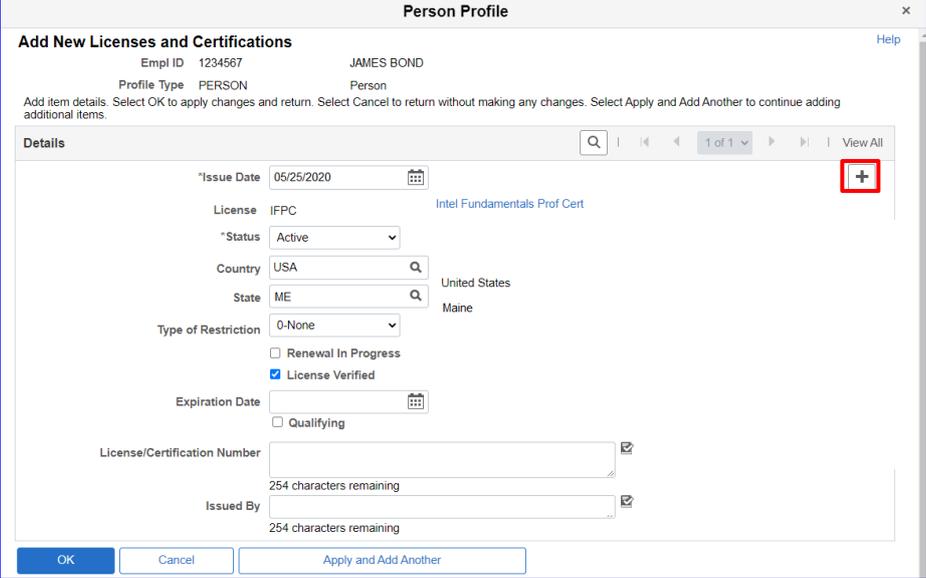
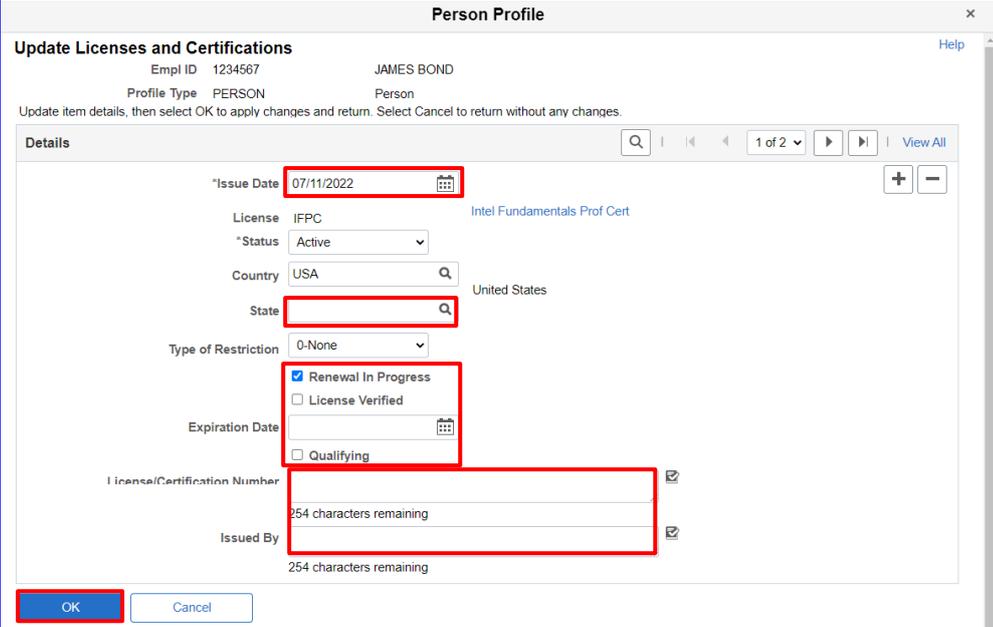
Procedures,
continued

Step	Action												
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments</p> <p>Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p>												
4	<p>Select the License link for the one to be added to.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description James Herbert Bond</p> <p>Print Comments</p> <p>Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards</p> <p>▶ Language Skills</p> <p>▼ Licenses and Certifications</p> <p>1-2 of 2 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>IFPC</td> <td>Intel Fundamentals Prof Cert</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>MPE</td> <td>Certified Maritime Port Exec</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search</p>	ID	License	Qualifying	Expiration Date	IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>		MPE	Certified Maritime Port Exec	<input type="checkbox"/>	
ID	License	Qualifying	Expiration Date										
IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>											
MPE	Certified Maritime Port Exec	<input type="checkbox"/>											

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Adding Additional License/Certification (same type), Continued

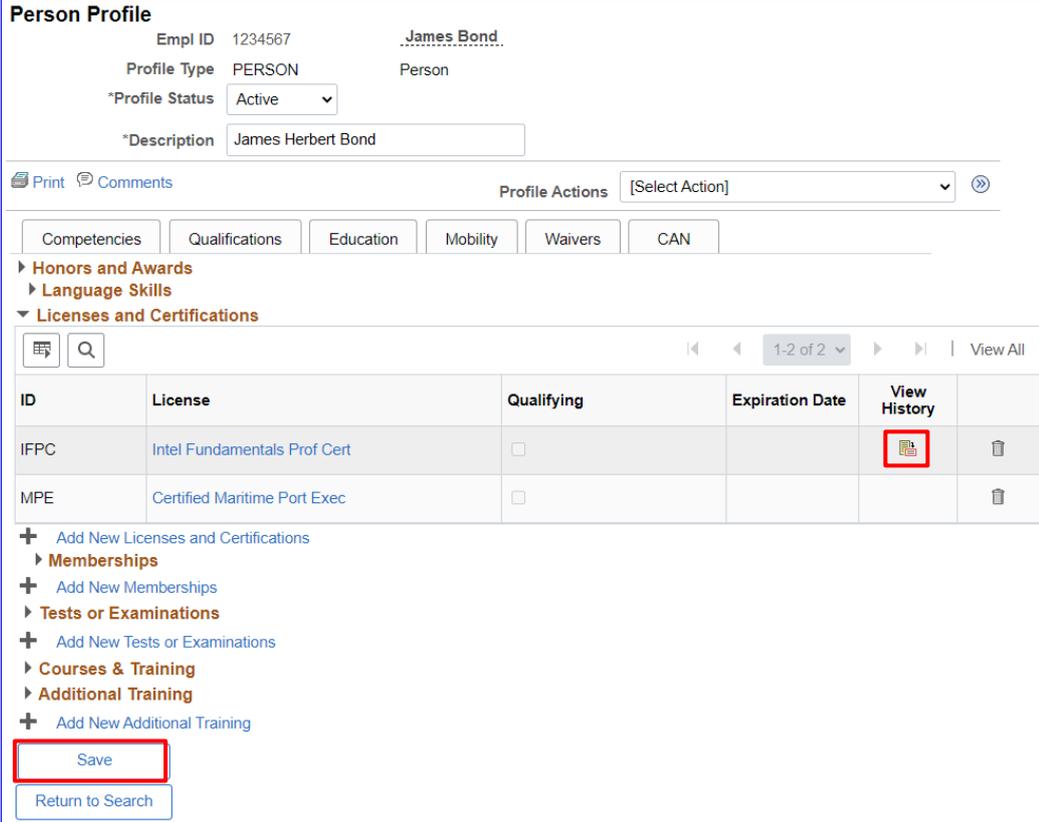
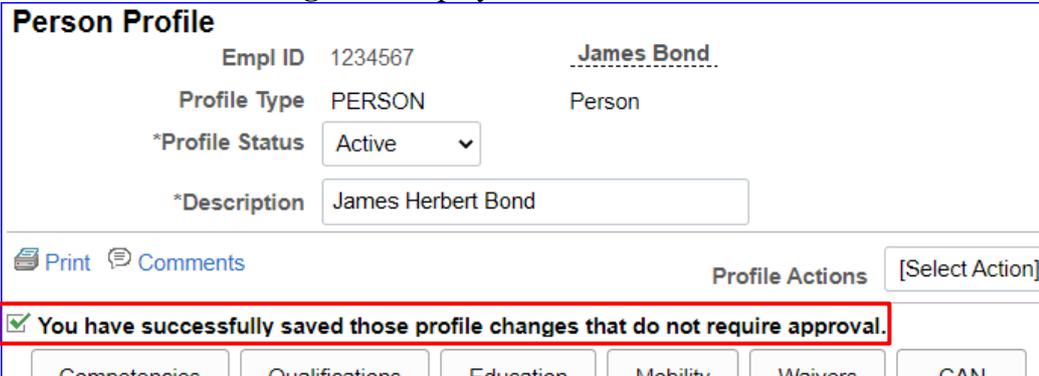
Procedures,
continued

Step	Action
<p>5</p>	<p>The Add New Licenses and Certifications page will display. Click the Plus button.</p> 
<p>6</p>	<p>Some field data will carry over from the previous row. The Issue Date defaults to the current date. Update the required fields (in this example, Renewal in Progress), then click OK.</p> 

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Adding Additional License/Certification (same type), Continued

Procedures,
continued

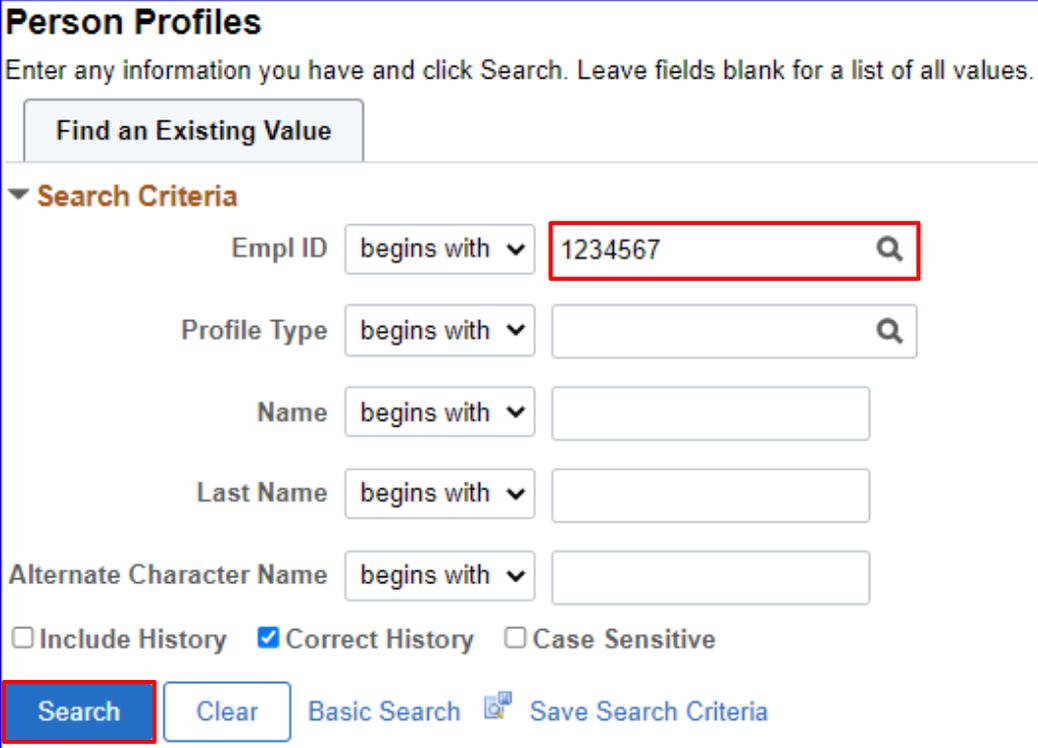
Step	Action																		
7	<p>Notice the View History icon appears. Click Save.</p>  <p>Person Profile Empl ID 1234567 <u>James Bond</u> Profile Type PERSON Person *Profile Status Active *Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards ▶ Language Skills ▼ Licenses and Certifications</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>IFPC</td> <td>Intel Fundamentals Prof Cert</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MPE</td> <td>Certified Maritime Port Exec</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications ▶ Memberships + Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training ▶ Additional Training + Add New Additional Training</p> <p>Save Return to Search</p>	ID	License	Qualifying	Expiration Date	View History		IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>				MPE	Certified Maritime Port Exec	<input type="checkbox"/>			
ID	License	Qualifying	Expiration Date	View History															
IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>																	
MPE	Certified Maritime Port Exec	<input type="checkbox"/>																	
8	<p>Once saved, this message will display.</p>  <p>Person Profile Empl ID 1234567 <u>James Bond</u> Profile Type PERSON Person *Profile Status Active *Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>✓ You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p>																		

Correcting a License/Certification

Introduction This section provides the procedures for correcting a License/Certification in DA.

Information The user must have the **CG_LICCERT_U** role to access this component.

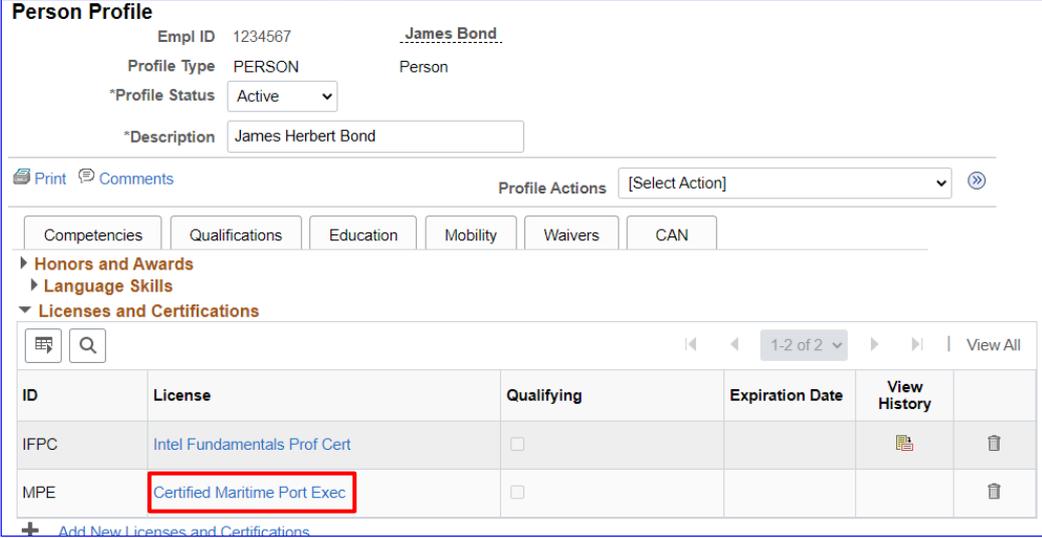
Procedures See below.

Step	Action
1	<p>Click on the Person Profiles tile.</p> 
2	<p>The Person Profiles option will automatically display. Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

Continued on next page

Correcting a License/Certification, Continued

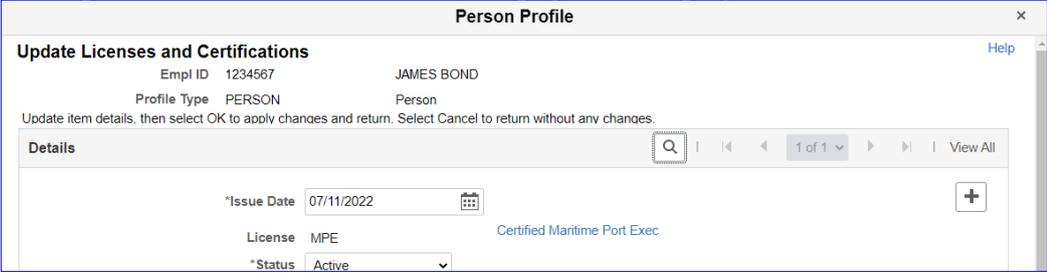
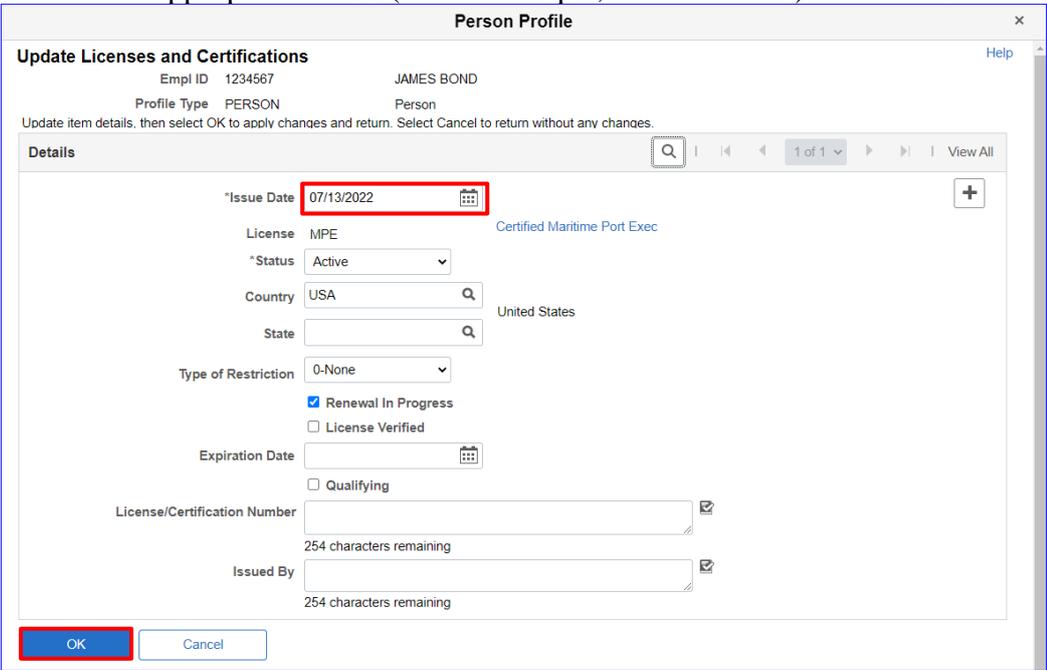
Procedures,
continued

Step	Action															
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p>															
4	<p>Select the License link that is to be updated or corrected. If the member has received the license multiple times, be sure to select the correct record.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action] ▾</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>► Honors and Awards</p> <p>► Language Skills</p> <p>▼ Licenses and Certifications</p> <p>1-2 of 2 ▾ View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IFPC</td> <td>Intel Fundamentals Prof Cert</td> <td><input type="checkbox"/></td> <td></td> <td> </td> </tr> <tr> <td>MPE</td> <td>Certified Maritime Port Exec</td> <td><input type="checkbox"/></td> <td></td> <td> </td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p>	ID	License	Qualifying	Expiration Date	View History	IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>			MPE	Certified Maritime Port Exec	<input type="checkbox"/>		
ID	License	Qualifying	Expiration Date	View History												
IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>														
MPE	Certified Maritime Port Exec	<input type="checkbox"/>														

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Correcting a License/Certification, Continued

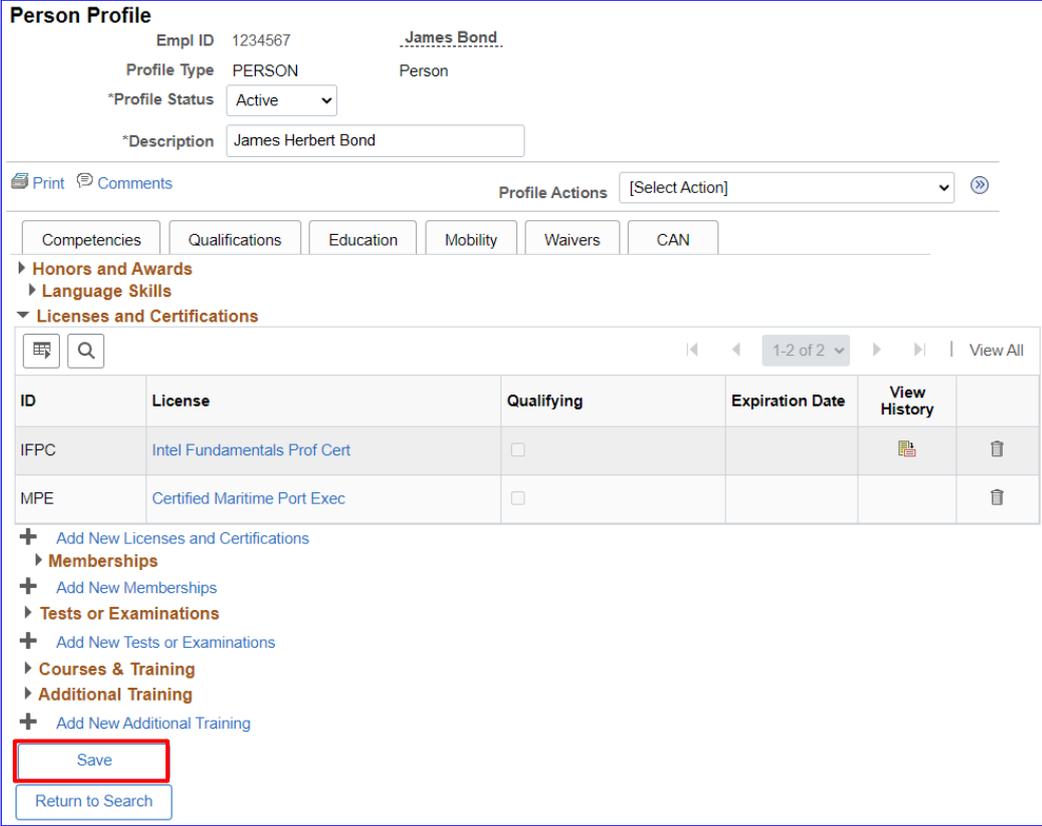
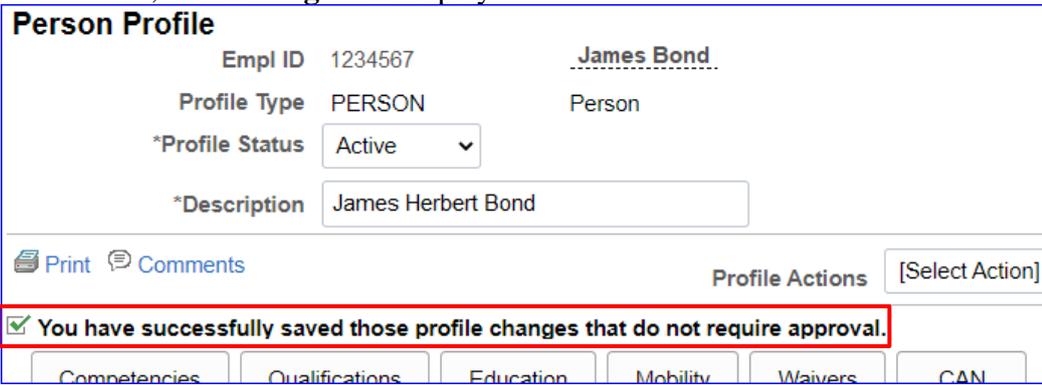
Procedures,
continued

Step	Action
5	<p>The Update Licenses and Certifications page will display.</p> 
6	<p>Correct the appropriate fields (in this example, the Issue Date) and click OK.</p> 

Continued on next page

Correcting a License/Certification, Continued

Procedures,
continued

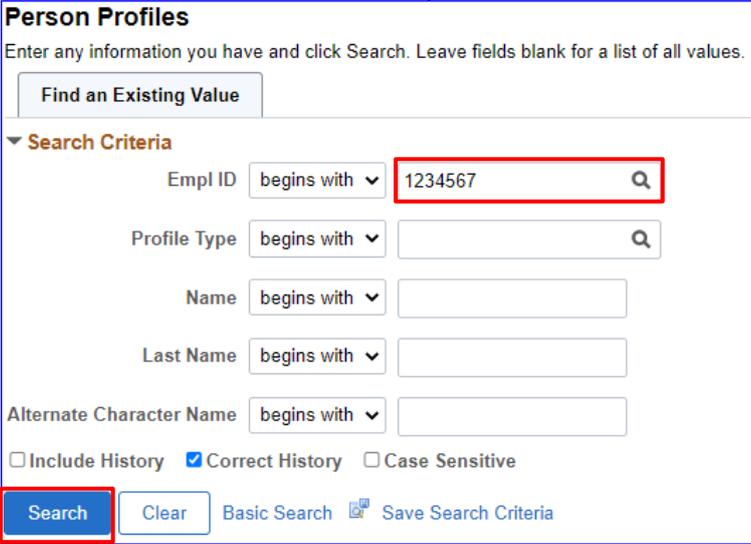
Step	Action
7	<p>Click Save.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond. The profile information includes Empl ID 1234567, Profile Type PERSON, and Profile Status Active. The description is James Herbert Bond. Below the profile information are tabs for Competencies, Qualifications, Education, Mobility, Waivers, and CAN. There are sections for Honors and Awards, Language Skills, and Licenses and Certifications. The Licenses and Certifications section contains a table with two rows: IFPC (Intel Fundamentals Prof Cert) and MPE (Certified Maritime Port Exec). Below the table are several 'Add New' buttons for Licenses and Certifications, Memberships, Tests or Examinations, Courses & Training, and Additional Training. The 'Save' button is highlighted with a red box.</p>
8	<p>Once saved, this message will display.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond, identical to the previous one. A success message is displayed at the bottom of the page, highlighted with a red box: "You have successfully saved those profile changes that do not require approval." The message is preceded by a green checkmark icon.</p>

Deleting a License/Certification

Introduction This section provides the procedures for deleting a single License/Certification in DA.

- Information**
- The user must have the **CG_LICCERT_U** role to access this component.
 - As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong row or rows, especially if there are multiple instances of the same License/Certification. If a row is erroneously deleted, it will have to be recreated.
 - **NOTE:** If this is a License/Certification that was just entered, the minus button used to delete some rows will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

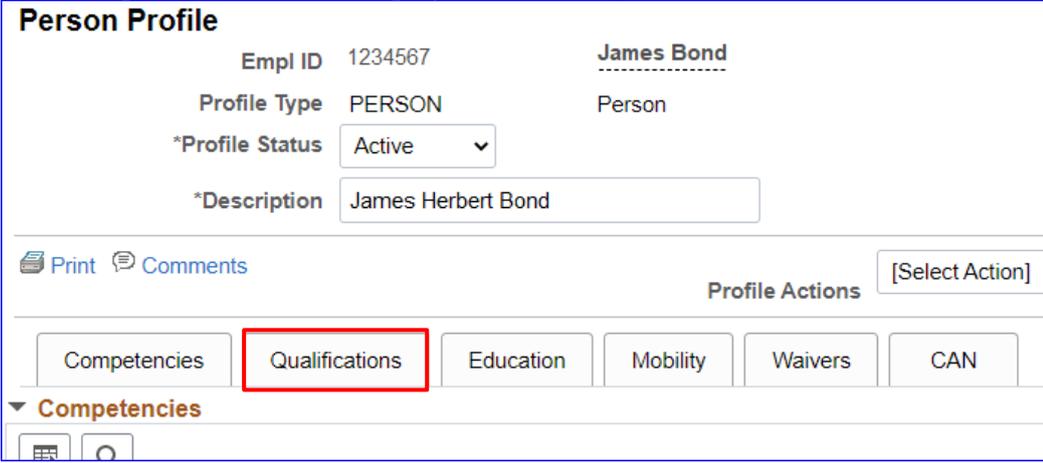
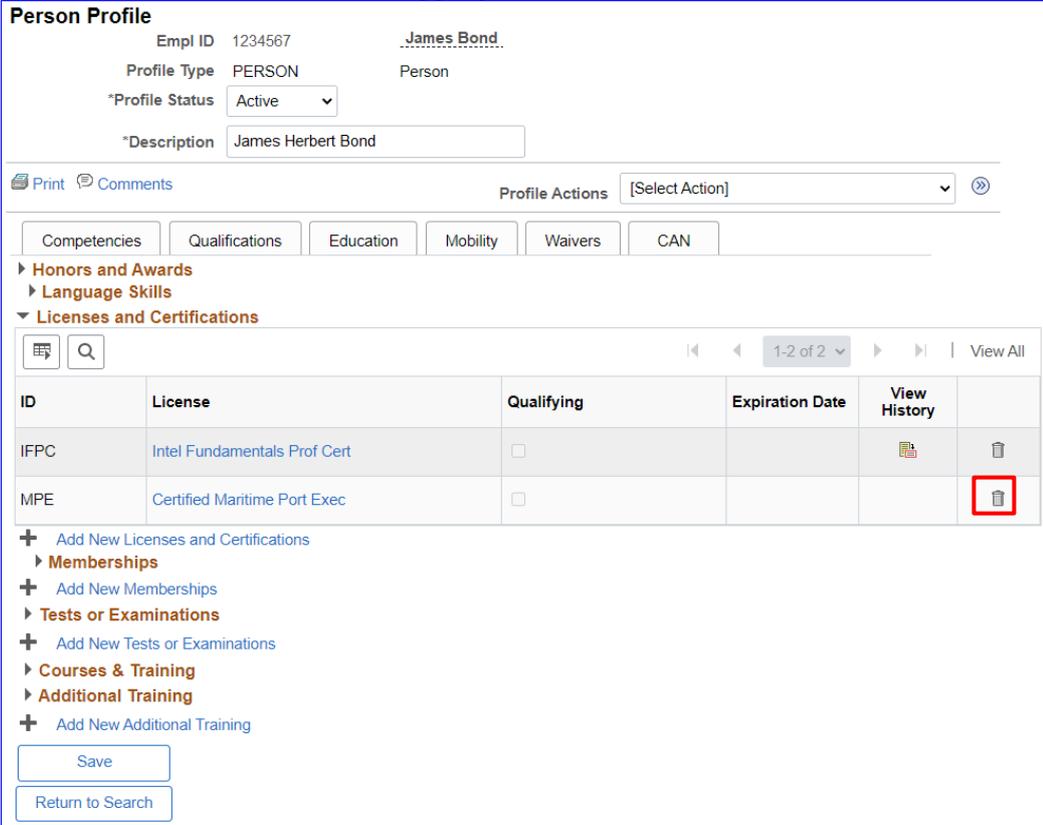
Procedures See below.

Step	Action
1	<p>Click on the Person Profiles tile.</p> 
2	<p>The Person Profiles option will automatically display. Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> 

Continued on next page

Deleting a License/Certification, Continued

Procedures,
continued

Step	Action															
3	<p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>The screenshot shows the 'Person Profile' page for James Bond (Empl ID 1234567). The 'Qualifications' tab is highlighted with a red box. Other tabs include Competencies, Education, Mobility, Waivers, and CAN. The 'Profile Status' is set to 'Active' and the description is 'James Herbert Bond'.</p>															
4	<p>Click the trashcan icon on the appropriate row.</p>  <p>The screenshot shows the 'Licenses and Certifications' section of the profile. A table lists two licenses: 'Intel Fundamentals Prof Cert' (IFPC) and 'Certified Maritime Port Exec' (MPE). The trashcan icon in the 'View History' column for the MPE row is highlighted with a red box. Below the table are several 'Add New' buttons for Licenses, Memberships, Tests, Courses, and Additional Training, along with 'Save' and 'Return to Search' buttons.</p> <table border="1" data-bbox="336 1435 1362 1585"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IFPC</td> <td>Intel Fundamentals Prof Cert</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>MPE</td> <td>Certified Maritime Port Exec</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>	ID	License	Qualifying	Expiration Date	View History	IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>			MPE	Certified Maritime Port Exec	<input type="checkbox"/>		
ID	License	Qualifying	Expiration Date	View History												
IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>														
MPE	Certified Maritime Port Exec	<input type="checkbox"/>														

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Deleting a License/Certification, Continued

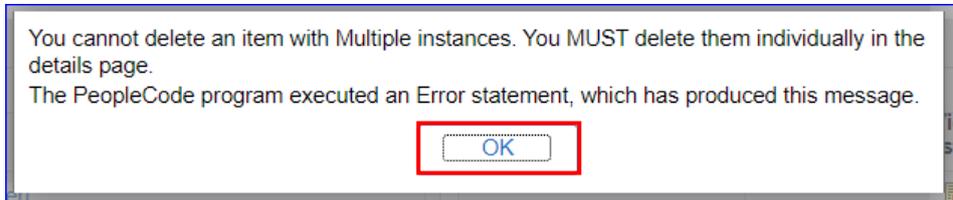
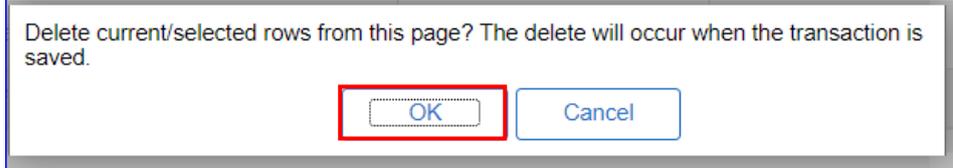
Procedures,
continued

Step	Action										
5	<p>This message will display. Click OK.</p> <div data-bbox="328 524 1267 696" style="border: 1px solid black; padding: 10px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>										
6	<p>Click Save.</p> <div data-bbox="328 757 1326 1496" style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <hr/> <p>Print Comments Profile Actions [Select Action] ▾</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards</p> <p>▶ Language Skills</p> <p>▼ Licenses and Certifications</p> <p>1-2 of 2 ▾ View All</p> <table border="1" data-bbox="336 1120 1318 1211"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IFPC</td> <td>Intel Fundamentals Prof Cert</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	ID	License	Qualifying	Expiration Date	View History	IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>		
ID	License	Qualifying	Expiration Date	View History							
IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>									
7	<p>Once saved, this message will display.</p> <div data-bbox="328 1556 1374 1944" style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <hr/> <p>Print Comments Profile Actions [Select Action]</p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> </div>										

Deleting One License/Certification when Multiple Instances Exist

Introduction This section provides the procedures for deleting one License/Certification when multiple instances exist in DA.

- Information**
- The user must have the **CG_LICCERT_U** role to access this component.
 - As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong row or rows, especially if there are multiple instances of the same License/Certification. If a row is erroneously deleted, it will have to be recreated.
 - **NOTE:** To prevent unintentional deletions of Licenses and Certifications, the trashcan functionality for multiple Licenses and Certifications of one type has been disabled. The following messages will display if you attempt to delete multiple Licenses and Certifications at one time (Click **OK**):



Procedures See below.

Step	Action
1	Click on the Person Profiles tile. <div data-bbox="325 1608 620 1839" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued

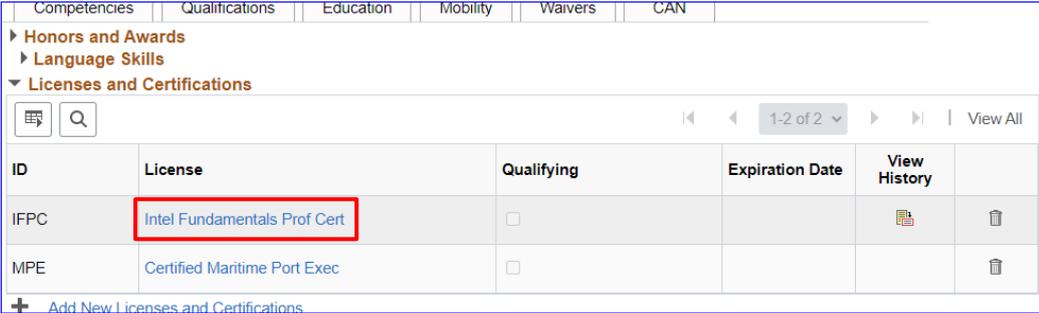
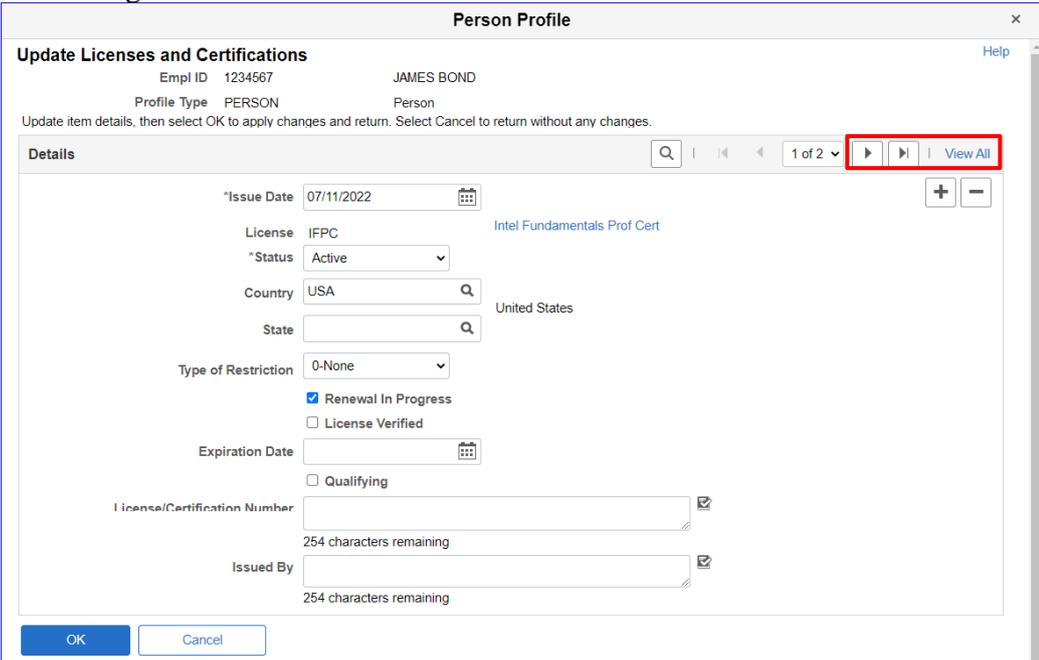
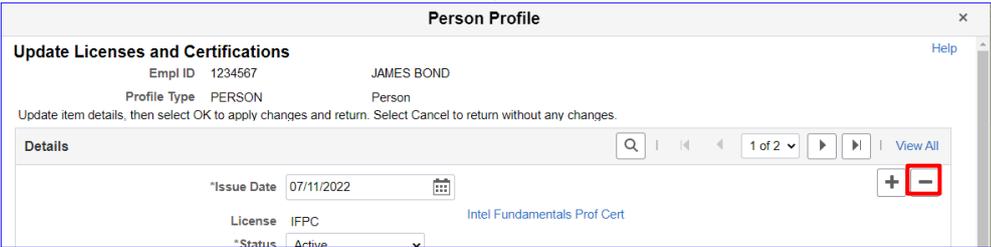
Procedures,
continued

Step	Action
2	<p>The Person Profiles option will automatically display. Enter the Empl ID and click Search. The Correct History box is auto-checked.</p> <div data-bbox="328 607 1369 1361" style="border: 1px solid blue; padding: 5px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>
3	<p>The Competencies tab will display. Select the Qualifications tab.</p> <div data-bbox="328 1435 1369 1899" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 James Bond</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="James Herbert Bond"/></p> <p><input type="button" value="Print"/> <input type="button" value="Comments"/></p> <p style="text-align: right;">Profile Actions <input type="button" value="[Select Action]"/></p> <p> <input type="button" value="Competencies"/> <input style="border: 2px solid red;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>▼ Competencies</p> <p><input type="button" value=""/> <input type="button" value=""/></p> </div>

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued

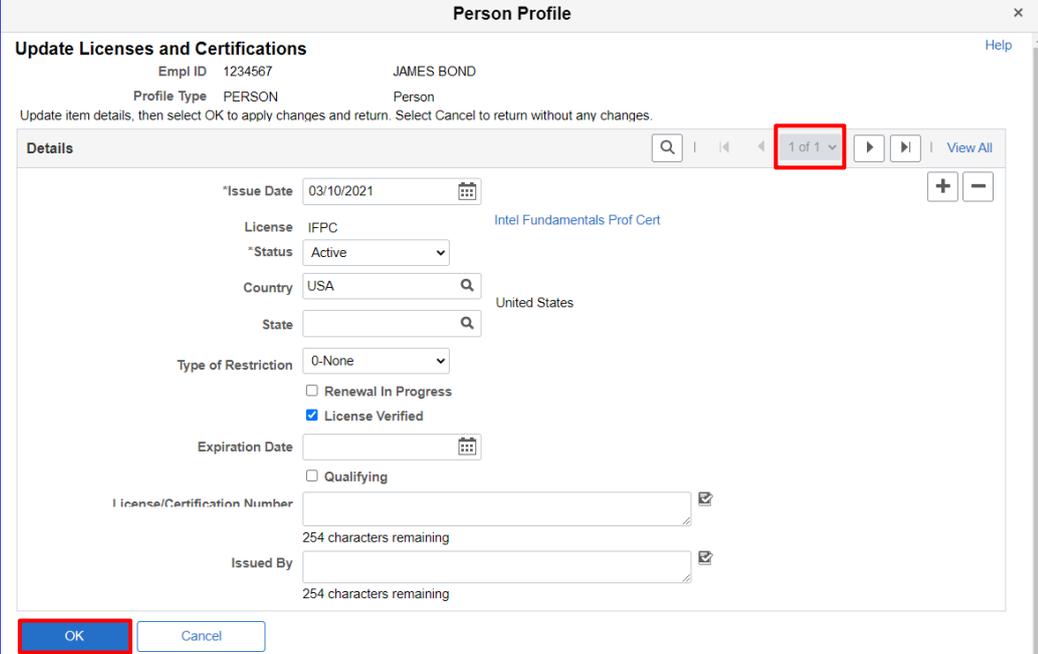
Procedures,
continued

Step	Action
4	<p>Select the License link that needs to be deleted.</p>  <p>The screenshot shows a table with columns: ID, License, Qualifying, Expiration Date, View History, and a delete icon. The row for 'Intel Fundamentals Prof Cert' (ID: IFPC) is highlighted with a red box.</p>
5	<p>The Update Licenses and Certifications page will display. Scroll through the rows using the Arrows or click View All to find the correct row to delete.</p>  <p>The screenshot shows the 'Update Licenses and Certifications' form for 'Intel Fundamentals Prof Cert'. In the pagination area at the top right, the 'View All' button is highlighted with a red box.</p>
6	<p>Once the correct row has been located, click the Minus button.</p>  <p>The screenshot shows the same form as in step 5. In the pagination area at the top right, the minus button (-) is highlighted with a red box.</p>

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued

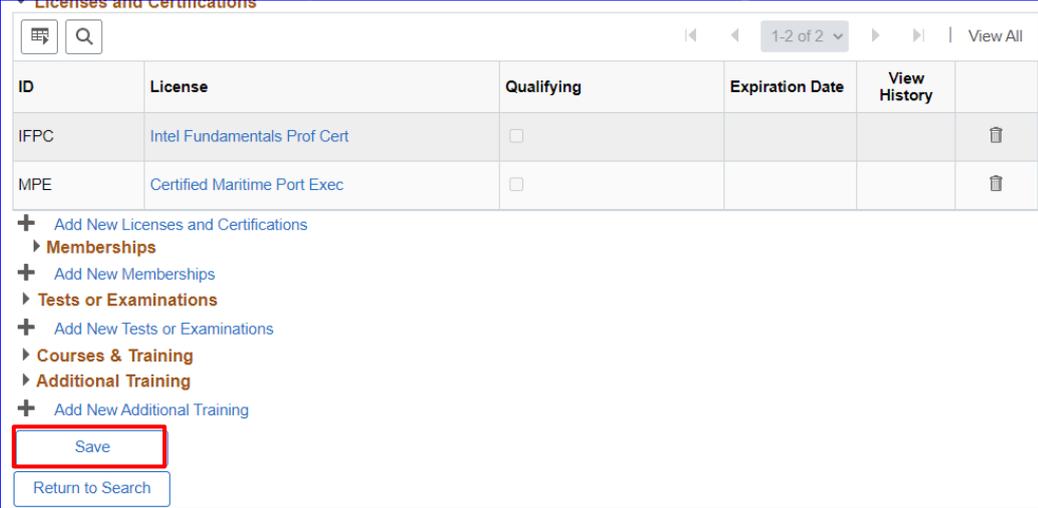
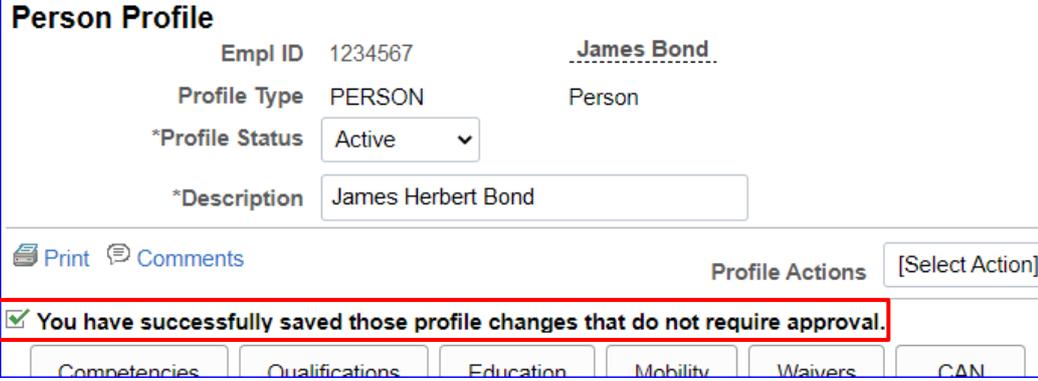
Procedures,
continued

Step	Action
7	<p>This message will appear. Click OK.</p> 
8	<p>Notice the row updated to 1 of 1 (in this example). Click OK.</p> 

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action															
<p>9</p>	<p>Notice the View History icon was removed (in this example). Click Save.</p>  <p>Licenses and Certifications</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>IFPC</td> <td>Intel Fundamentals Prof Cert</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>MPE</td> <td>Certified Maritime Port Exec</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p> <ul style="list-style-type: none"> ▸ Memberships + Add New Memberships ▸ Tests or Examinations + Add New Tests or Examinations ▸ Courses & Training ▸ Additional Training + Add New Additional Training <p>Save</p> <p>Return to Search</p>	ID	License	Qualifying	Expiration Date	View History	IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>			MPE	Certified Maritime Port Exec	<input type="checkbox"/>		
ID	License	Qualifying	Expiration Date	View History												
IFPC	Intel Fundamentals Prof Cert	<input type="checkbox"/>														
MPE	Certified Maritime Port Exec	<input type="checkbox"/>														
<p>10</p>	<p>Once saved, this message will display.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>James Bond</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description James Herbert Bond</p> <p>Print Comments Profile Actions [Select Action]</p> <p>✓ You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p>															